

# **ONBOARDING & NEW EMPLOYEE FREQUENTLY ASKED QUESTIONS (FAQs)**

**Indiana State Personnel Department**



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# ONBOARDING FAQs

**This section answers questions about Onboarding and Onboarding sites.**

# ONBOARDING: WHO, WHAT, WHEN, WHERE?

- **Who:** All New State Employees
- **What:** The State Personnel Department has designed *Onboarding* to facilitate your transition into state employment and provide information on preparing for your first day of employment. You will find a ready list of resources from which you can draw assistance, as you become part of our high-performance work team.
- **When:** Refer to your offer letter to find out your Onboarding time and date.
- **Where:** Onboarding takes place at the Indiana Government Center (IGC)-South.
  - Indiana Government Center  
402 West Washington St.  
Indianapolis, IN 46204
  - All visitors to IGC must enter through the Public Entrance located at 302 W. Washington St. Please be prepared to go through security screening upon arrival.
    - Onboarding is located in West Wing of IGC-South. Turn left at the second set of doors after entering the public entrance. Continue into the West Wing past the information desk. Turn left at the escalators and continue towards Conference Rooms 14-32.

## WHEN SHOULD I ARRIVE TO ONBOARDING?

- Please arrive early to allow time for parking and checking in. Registration begins at 8:15am in the designated Onboarding location.



# WHAT WILL BE COVERED DURING ONBOARDING? HOW LONG WILL IT TAKE?

<b>8:15 – 8:30</b>	Registration
<b>8:30 – 9:00</b>	OnBoarding Overview / Emergency Procedures/ Video-Welcome Governor Mitch Daniels/ Ice Breaker
<b>9:00 – 9:30</b>	Our Employee Culture
<b>9:30 – 10:00</b>	Employment Paperwork
<b>10:00 – 10:30</b>	Benefits Overview
<b>10:30 – 10:40</b>	Break
<b>10:40 – 11:30</b>	Benefits Overview Cont'd
<b>11:30 – 12:00</b>	State Policy/Performance Mgmt Overview
<b>12:00 – 1:00</b>	Lunch
<b>1:00 – 1:45</b>	INPRS, Hoosier START, CollegeChoice 529
<b>1:45 – 3:00</b>	Preventing Sexual Harassment
<b>3:00 – 3:25</b>	Online Training Overview
<b>3:25 – 3:30</b>	Wrap up/Evaluation Process
<b>3:30 – 4:30</b>	Access Control Office/ Regional Agency Specific



# WHERE SHOULD I PARK FOR ONBOARDING AT IGC? HOW MUCH DOES THIS COST?

- You can find **free** parking at the IGC Missouri Street Parking Facility by bringing a copy of your **offer letter**. Parking is also available at the Senate Parking Facility. The visitor entrance is located on New York Street. See [map](#) for both garage locations.
  - Please Note: Your offer letter is your parking pass until you receive your state ID. The IGC Missouri St. Parking Facility accepts 'visitor' parking in **garage #1 only**.



# WHERE DO I PARK AT THE INDIANA STATE HEALTH DEPARTMENT?

- The Indiana State Health Department is located at:
  - **Indiana State Department of Health**  
2 North Meridian Street  
Indianapolis, IN 46204  
(317) 233-1325
- You can park at the Missouri Street Parking Garage for free with your offer letter. Please go to Garage #1 where an attendant is on duty to sign in.
  - This will be your official parking location during your employment unless otherwise directed.



## IF I PAY TO PARK, CAN I BE REIMBURSED?

- Unfortunately, we are unable to reimburse individuals for paid parking. Please use your offer letter to sign in to the visitor parking garage for free at the IGC Missouri Street Parking Facility.
  - Please Note: If you arrive before 8:15am, you will have no problems finding free parking in either the Missouri Street Parking Facility or the Senate Parking Facility.



## ARE THE IGC AND STATEHOUSE ACCESSIBLE TO PEOPLE WITH DISABILITIES, AND WHOM SHOULD I CONTACT FOR ASSISTANCE?

- Yes, there is a public entrance located at 302 W. Washington St. accessible to people with disabilities.
  - Please Note: Please inform your Onboarding facilitator upon arrival if you are unable to climb stairs or walk long distances.



# WHAT DO I NEED TO BRING WITH ME ON MY FIRST DAY?

- On your first day of work please bring the following forms:
  - New Employee Checklist
  - Emergency Contact Information
  - W-4 (Federal Tax Withholding)
  - Indiana State Withholding WH-4 Form
  - Employment Eligibility Verification (Form I-9)
  - Indiana Payroll Direct Deposit Form
- In addition please bring:
  - All Appropriate Identification (Social Security Card, Birth Certificate, etc.)
  - Offer Letter
  - Dependent/Beneficiary Information
  - Pen
  - Non-perishable lunch and/or money for lunch



## WHAT SHOULD I WEAR TO ONBOARDING?

- Dress is business casual or as otherwise noted by your agency. The OnBoarding room tends to get chilly so be prepared with the proper clothing.
  - Please Note: The Statehouse tour will require you to walk and use stairs so please wear comfortable shoes.



## WHAT TIME IS LUNCH? WHERE CAN I EAT?

- A lunch break will be available between noon-1pm.
- The Indiana Government Center has two [cafeterias](#) located in the North and South basements.
- There are also several restaurants located nearby. For a list and map to local restaurants [click here](#).





# NEW EMPLOYEE FAQs

**This section answers general questions about state employment.**

## WHEN WILL I RECEIVE MY EMPLOYEE ID BADGE/PARKING PASS?

- You will receive your employee ID badge within your 1<sup>st</sup> week of employment.
- Your employee ID badge will also serve as your parking pass.
  - Please Note: Your offer letter will serve as your parking pass until you receive your employee ID badge.



## WHERE DO I GO ON MY SECOND DAY OF WORK?

- On your second day, you should report to either your training facility or assigned workstation as instructed in your offer letter. For more information on where your workstation is located, contact your agency supervisor.



## WHEN DO I GET MY FIRST PAYCHECK?

- You will receive your pay three Wednesdays from the start of the pay period in which you were hired.
  - For example: If you were hired during the pay period 1/08/12-1/21/12, your first paycheck will come 2/1/11.
  - Please see this [chart](#).



## WHEN DO I START RECEIVING MY BENEFITS?

- You will start receiving your benefits two weeks from the Sunday starting the pay period in which you were hired.
  - For example: If you were hired during the pay period 1/08/11-1/21/11, your benefits will become effective 2/05/11.
  - Please see this [chart](#).



## AM I REQUIRED TO ENROLL IN BENEFITS?

- No, you are not required to enroll in benefits at the time of hire. If you choose not to enroll, your next opportunity to enroll will be during the annual open enrollment period. Open enrollment occurs every year around October –November. During open enrollment, you are given the opportunity to make changes to your current elections, add or drop dependents and enroll in coverage. All changes made during open enrollment become effective on January 1 of the following year.



## WHEN WILL I BE ELIGIBLE FOR FMLA?

### ○ To be eligible for family medical leave employees must have:

- Been employed in an agency under the executive authority of the governor for at least 12 months (consecutive or non-consecutive).
- Have worked at least 1,250 hours in the 12-month period immediately preceding the need for family-medical leave.
- Have not exhausted their allotment of family-medical leave in the applicable time period.
  - For more information please visit <http://www.in.gov/spd/2397.htm>



## WHAT IS E-VERIFY?

- E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. In order to determine whether Form I-9 documentation is valid, The State of Indiana uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.
  - If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).



## WHO CAN I CONTACT IF I HAVE MORE QUESTIONS?

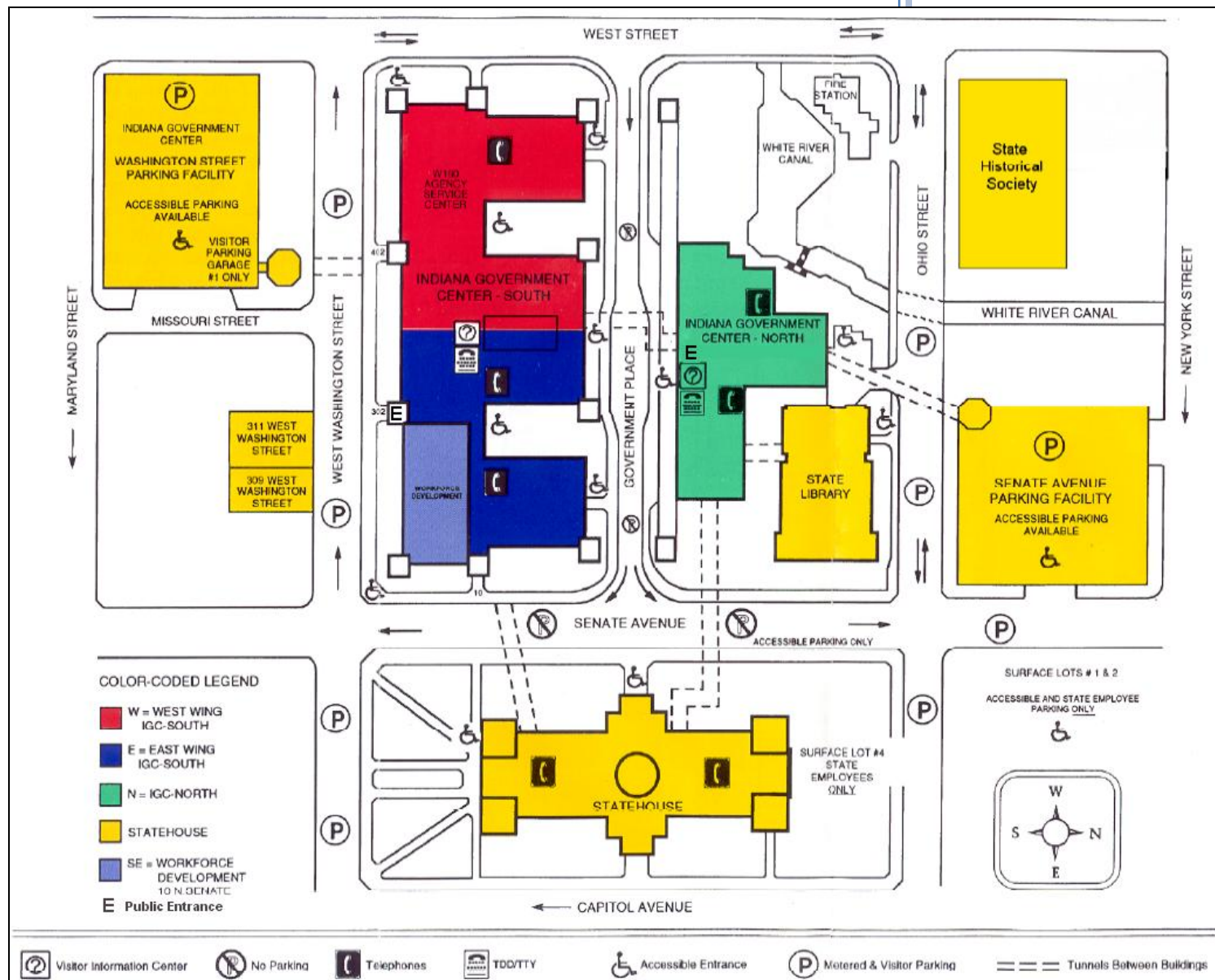
- Contact your agency supervisor or agency human resource department for any further questions concerning Onboarding, state employment, or benefits.
  - You can also find more information online at [www.in.gov/spd](http://www.in.gov/spd).



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# MAPS

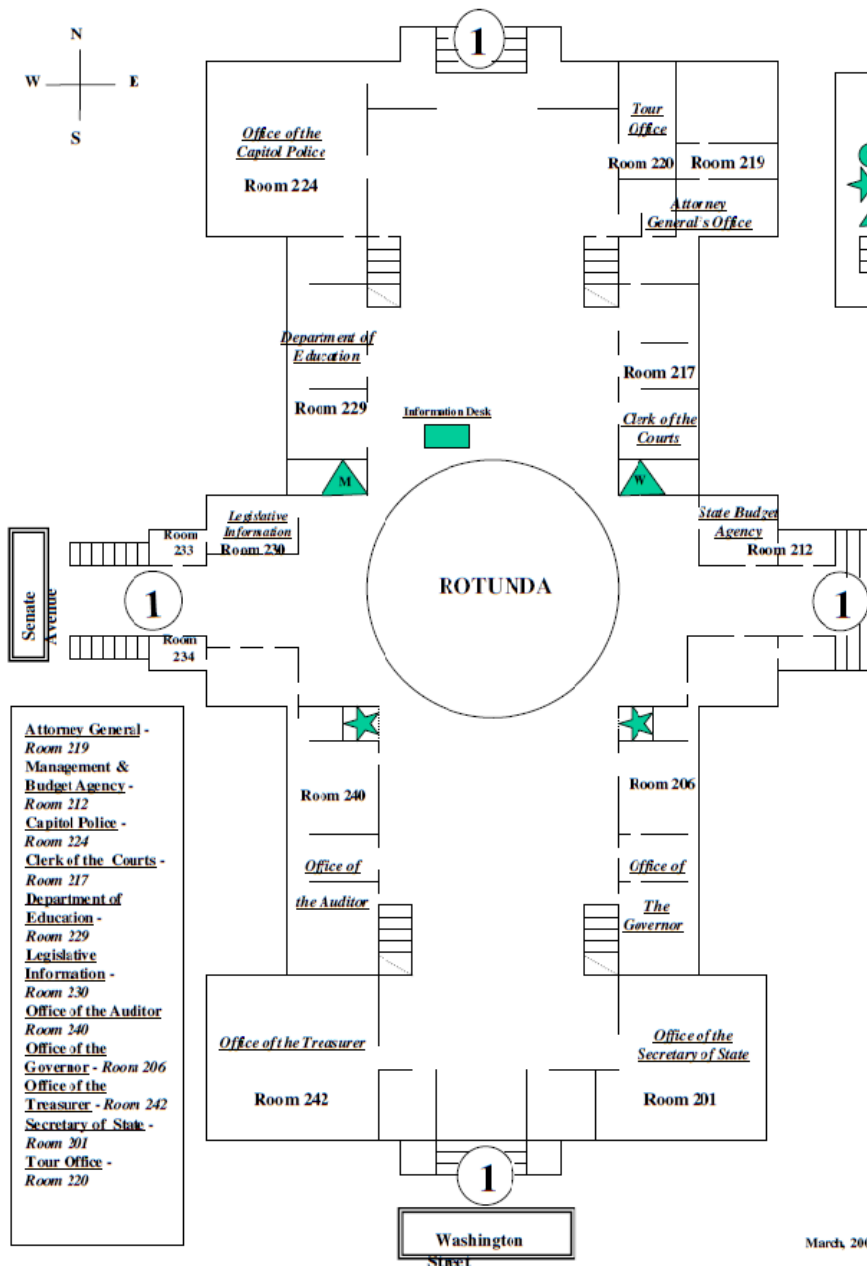
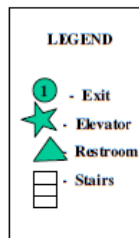
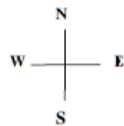
**Indiana Government Center, Statehouse, & Local  
Restaurants**



## INDIANA GOVERNMENT CENTER

Public Entrances, Tunnels, & Parking Garages

# INDIANA STATEHOUSE, SECOND FLOOR

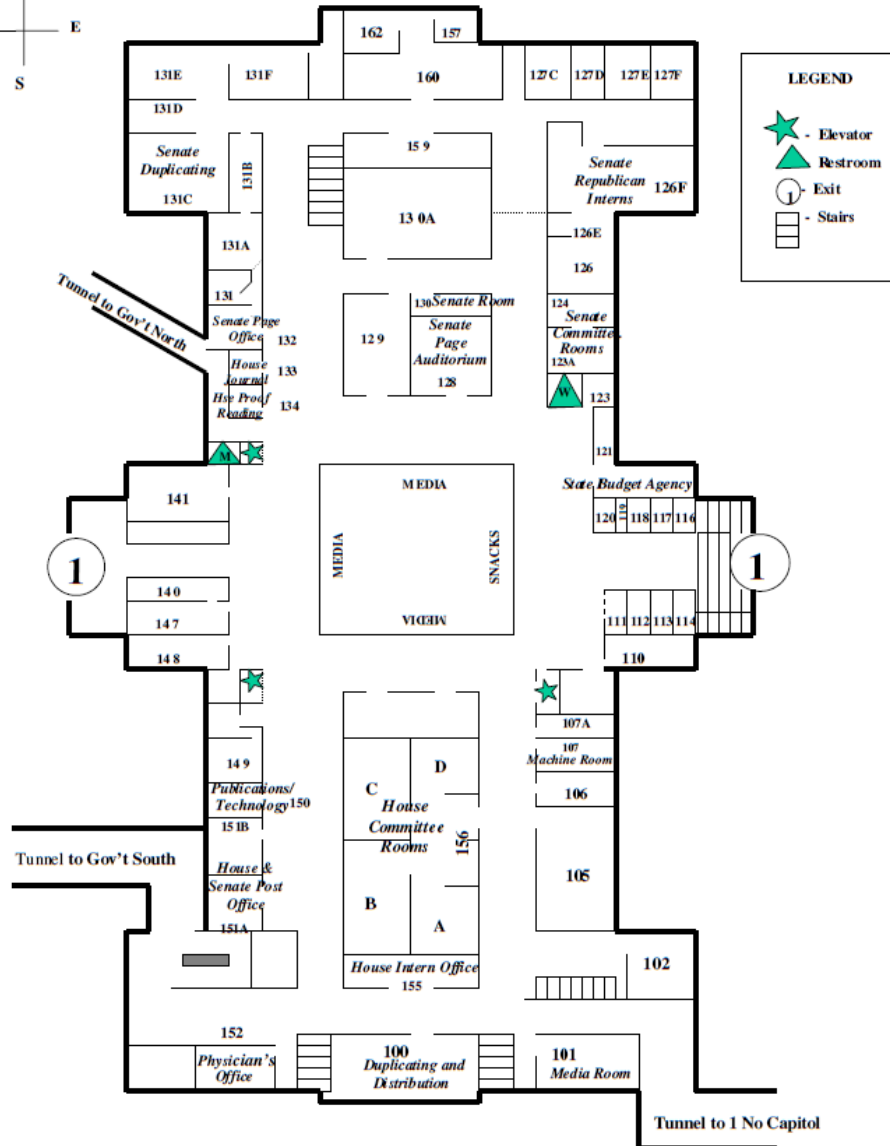


## STATEHOUSE

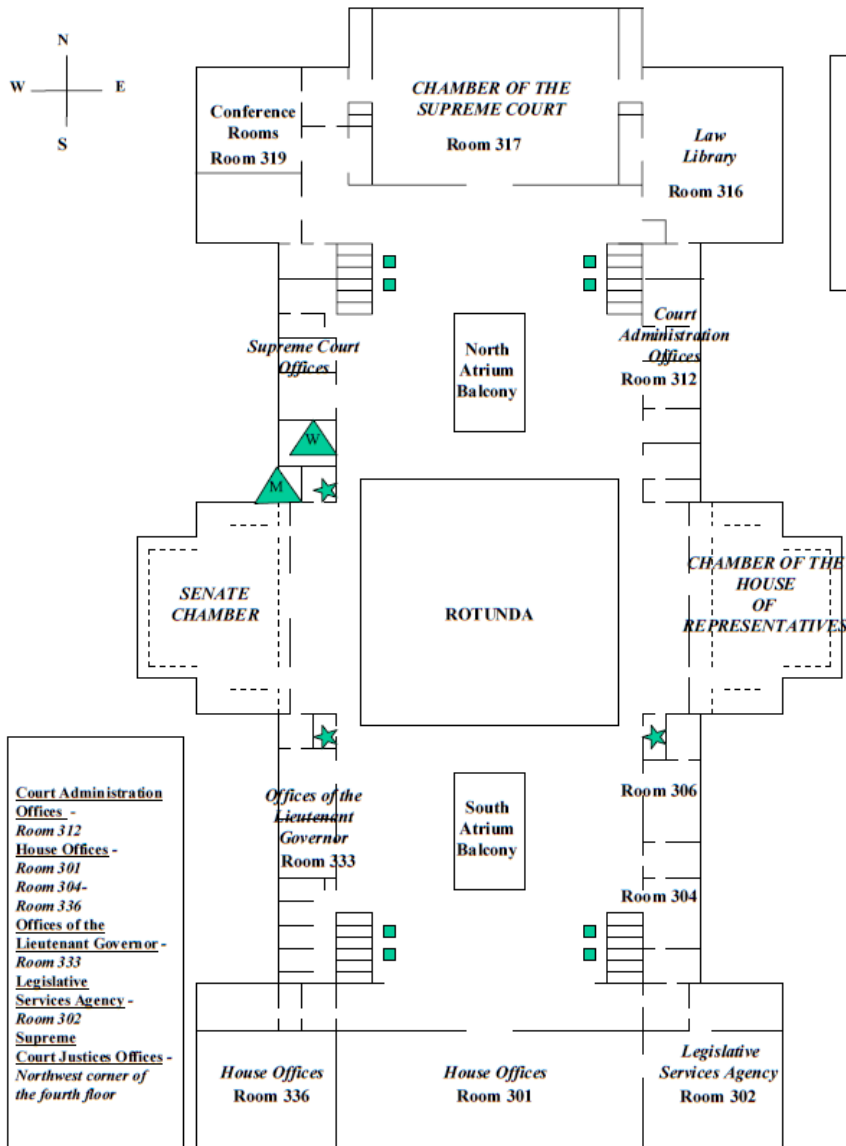
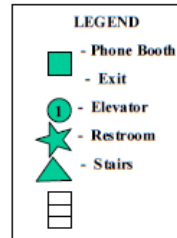
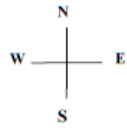
Main Level



# INDIANA STATEHOUSE, LOWER LEVEL

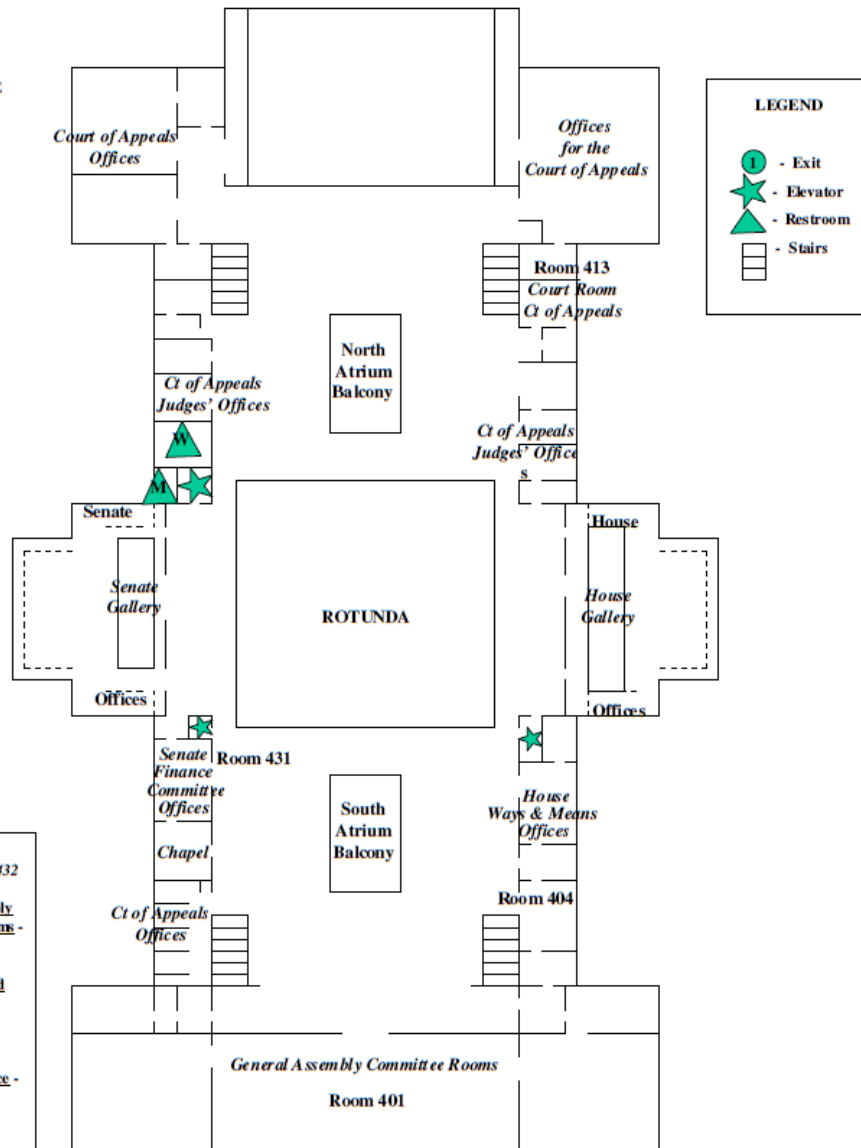


# INDIANA STATEHOUSE, THIRD FLOOR



## STATEHOUSE

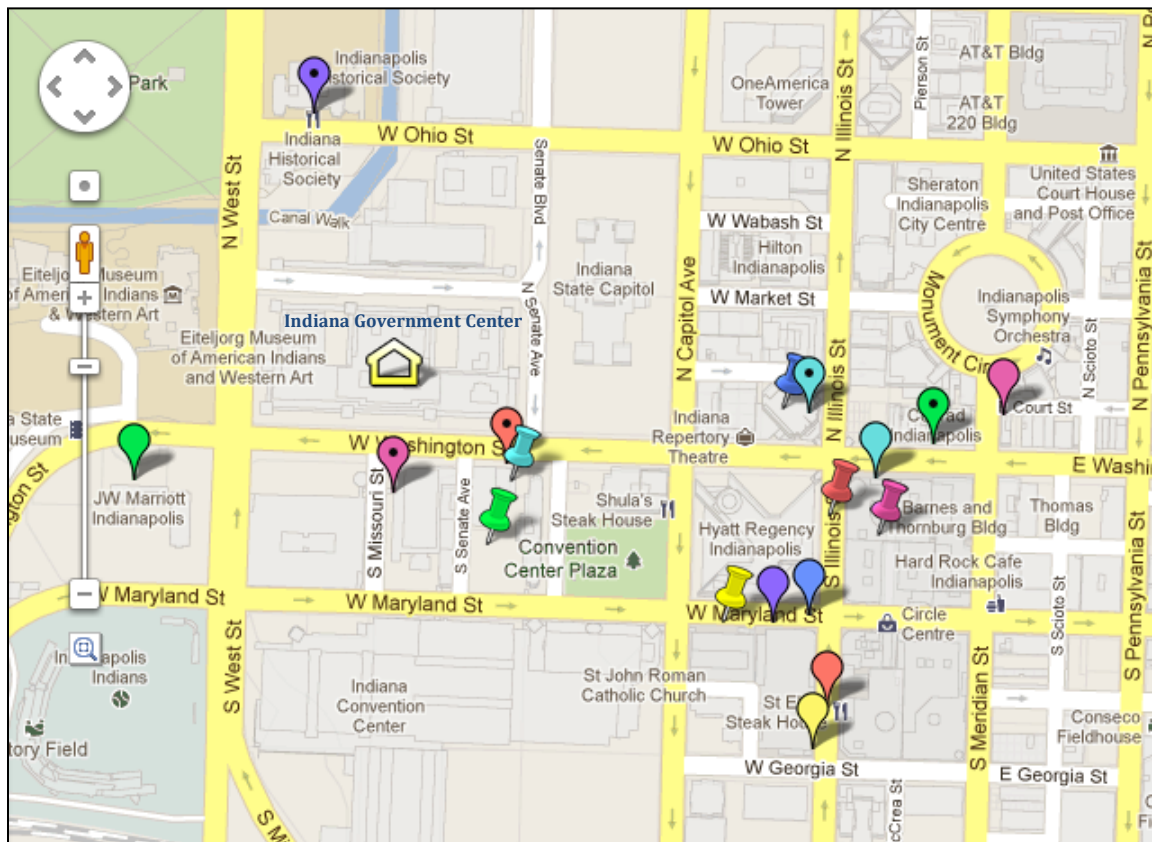
## Third Floor



## STATEHOUSE

## Fourth Floor

# LOCAL RESTAURANTS



**TGI Friday's**  
501 W Washington St,  
Indianapolis, IN  
(317) 685-8443



**Champps Americana**  
Circle Centre  
49 West Maryland St # 121,  
Indianapolis, IN 46204  
(317) 951-0033



**Ram Restaurant & Brewery**  
140 South Illinois Street,  
Indianapolis, IN  
(317) 955-9900



**Mikado Japanese Restaurant & Sushi**  
148 S Illinois St,  
Indianapolis, IN  
(317) 972-4180



**Champion's Sports Bar**  
350 West Maryland Street,  
Indianapolis, IN  
(317) 405-6111



**Steak n' Shake**  
101 W Maryland St # 1  
Indianapolis, IN 46225-1013  
(317) 634-8703



**Noodles & Company**  
121 West Maryland Street,  
Indianapolis, IN  
(317) 638-1300



**Subway Restaurant**  
305 W. Washington St.  
Indianapolis, IN 46204  
(317) 267-9960



**Odoba Mexican Grill**  
9 N Meridian St,  
Indianapolis, IN  
(317) 822-0386



**Starbucks Coffee**  
Hyatt Regency Indianapolis  
50 S Capital Ave  
Indianapolis, IN 46204  
(317) 231-3933



**Buffalo Wild Wings Bar & Grill**  
East Washington Street  
Indianapolis, IN 46204  
(317) 951-9464



**Circle Centre Food Court**  
Circle Centre  
49 W. Maryland St.  
Indianapolis, IN 46204  
(317) 681-8000



**Loughmiller's Pub & Eatery**  
301 West Washington Street  
Indianapolis, IN 46225  
(317) 638-7380



**P.F. Chang's China Bistro**  
8601 Keystone Xing,  
Indianapolis, IN 46204  
(317) 815-8773



**Panera Bread**  
110 W. Washington St.  
Indianapolis, IN 46204  
(317) 822-8385



**Rock Bottom Restaurant**  
10 West Washington Street,  
Indianapolis, IN  
(317) 681-8180



**Indiana Historical Society Cafe**  
450 West Ohio Street,  
Indianapolis, IN  
(317) 232-1882



**Weber Grill**  
10 N Illinois St,  
Indianapolis, IN  
(317) 636-7600

